

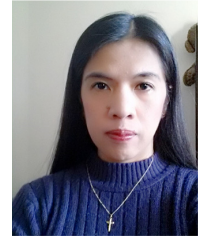
CURRICULUM VITAE

Maureen M. Lupac

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Career Objective:

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

Professional Strengths:

- *I have almost **14 years** of experience as **Procurement Supervisor, Procurement Officer and Admin Works**;*
- *Excellent in **MS Office** (Excel, Word, Power Point, and Outlook);*
- *With knowledge and experience of relevant software applications - spreadsheets, word processing, and database management;*
- *Knowledgeable in using **Oracle** and **AutoCAD**;*
- *Has a strong verbal and written communication skills;*
- *Effective bartering and negotiation skills*
- *Proven experience of producing correspondence and documents;*
- *Ability to work both independently and in a collaborative environment;*
- *Prioritizes and executes task in a high-pressure environment;*
- *Hardworking, Versatile, Reliable, Dependable, and maintain the highest level of Confidentiality.*

Work Experience

AL GHURAIR CONSTRUCTION

Rashidiya, Dubai, UAE

Al Ghurair Construction, ALUMINIUM - (Feb 2013 to Jun 2021)

PROCUREMENT SUPERVISOR

- *Prepare purchase orders and requisitions on behalf of the company;*
- *Review prices and product specifications from various suppliers to determine which would provide the best deal;*
- *Creating and maintaining purchasing files and price lists, as well as determining if the company have enough inventory on hand;*
- *Works with team members to maximize buy-side purchasing opportunities;*
- *Develops new and unique customers and accounts;*
- *Communicates with vendors on status of outstanding orders as well as discrepancies with quality and quantity;*
- *Track deliveries and make sure the company received exactly what was ordered from suppliers;*

- Answer supplier and customer inquiries about order changes or cancellations and check requisition orders for accuracy;
- Record and maintain expediting information in existing purchasing systems as applicable to specific purchase orders and vendors;
- Serve as the primary point of contact to establish and communicate the required execution of daily deliveries;
- Ensure that any invoices are sent to accounts for payment;
- Produce and maintain all reports.

Al Ghurair Construction, FOUNDATIONS - (Sep 2010 to Jan 2013)
PROCUREMENT OFFICER

- Processes purchase orders, requisitions, and bid requests;
- Maintains and accurately updates the information database;
- Reviews purchase requisitions and coordinate with requester on any clarifications;
- Monitor and co-ordinate deliveries to ensure that all items are delivered to site/store in a time-sensitive manner;
- Responsible for the preparation & process purchase orders & documents in accordance with company policies & procedure;
- Support relevant departments with quotations for the purpose of tenders;
- Maintaining and compiling purchase reports & working with accounts payable regarding supplier & vendor invoices;
- Serve as the primary expeditor of materials for all assigned projects.

Al Ghurair Construction, FOUNDATIONS - (Apr 2008 to Aug 2010)
ADMINISTRATION OFFICER in HR

- Directly reporting to the Manager;
- Working closely with various departments, assisting line managers to understand and implement policies and procedures;
- Liaising with a wide range of people involved in policy areas such as staff performance and health and safety;
- Preparing staff handbooks;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Undertaking regular salary reviews;
- Administering payroll and maintaining employee records;
- Dealing with grievances and implementing disciplinary procedures;
- Initiated filing system for fast retrieval & proper storage;
- Preparing the final settlement for resigned/ terminated employees;
- Making the booking for the annual leave & terminated employees;
- Established a system for updating reports on and responsible for circulation and submittals of documents.

Al Ghurair Construction, FOUNDATIONS - (Oct-06 to Mar-08)
SITE SECRETARY/DOC CONTROLLER

- Direct reporting to the Project Manager;
- Proper document registers for detail engineering or construction engineering project;
- Ensures proper document classification, sorting, filing and proper archiving;
- Performs document quality check in accordance to Company engineering document control procedures;
- Prepares engineering project reports, as may be required;
- Log incoming documents from clients, consultants and subcontractor, make sure they receive relevant documents and make sure copies of relevant documents are held;
- Maintaining & updating the site daily progress report ;
- Receiving and checking all incoming correspondence and transmittal of drawing documents;

- Perform all clerical works which include filing, typing, photocopying, fax correspondence and other works being assigned by superiors from time to time.
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TIBIA INTERIOR DESIGN

Dubai, UAE

Draftsman (Apr-2006 to Sep-2006)

- Prepares the concept design drawings and the detailed shop drawings using AutoCAD operating system;
 - Conducts periodic visits to the project site to assure the compliance with the design and the approved schedule.
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EPSON PRECISION INC.

Philippines

DOCUMENT CONTROL CLERK (March 2004 – Nov. 2005)

- Handling documents;
- Providing the document code for all outgoing/incoming documentation;
- Distributing all project documentation (soft and hard copies) to the concerned discipline engineers, procurement department and project engineers;
- Assigned for filing of procedure and regulation for logistic section ;
- Typing project correspondences.

Training Attended:

Training for Electronics Services for Building Permits & Control System

Dubai, UAE

July 2006

Education:

Bachelor of Science in CIVIL ENGINEERING

UNIVERSITY OF BATANGAS, (Philippines)

Year 2002

Bachelor of Science in SECONDARY EDUCATION (BSSEd)

Major in Mathematics

UNIVERSITY OF BATANGAS, (Philippines)

Year 2005

Personal Information:

Marital Status : Single

Birth Date : April 18, 1980

Place Of Birth : Lipa City Bats., Philippines

Nationality : Filipina

Languages: Fluent in English and Filipino

Visa Status: Employment